



## Statewide Supervisor

### Details

Job ID : 236

**Title :** Statewide Supervisor

**Job Code :** 1222

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

### Job Departments

- Pretrial Services

### Purpose

RESPONSIBLE FOR ADMINISTERING AND SUPERVISING STAFF IN A BROAD GEOGRAPHIC AREA. THIS ENTAILS SEEING THAT ALL NECESSARY ADMINISTRATIVE FUNCTIONS ARE CARRIED OUT AND COMPLETED. IMPLEMENTS CENTRAL OFFICE DIRECTIVES AND ALSO INFORMS CENTRAL OFFICE OF LOCAL OFFICE NEEDS AND PROBLEMS.

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Related Experience

#### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD

#### Job Skills/Abilities

- BASIC COMPUTER SKILLS

### Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

### Job Duties

- WORKING KNOWLEDGE OF ALL DUTIES REQUIRED TO IMPLEMENT PROGRAMS OPERATIONS UNDER THEIR SUPERVISION
- SUPERVISE, EVALUATE, AND SUGGEST IMPROVEMENTS TO ASSIST PROGRAM STAFF
- CONDUCT REQUIRED TRAINING
- MONITOR COMPLIANCE WITH KCOJ AND CENTRAL OFFICE POLICIES AND PROCEDURES
- INVESTIGATE PERSONNEL PROBLEMS, MAKE RECOMMENDATIONS, AND IMPLEMENT SOLUTIONS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- EXTENSIVE TRAVEL WITH OVERNIGHT REQUIREMENTS